**Livelihood Field Assistant – Complementary Training**

**Daraa, Syria**

We are looking for a highly qualified individual to fill-in the vacancy of Livelihood Field Assistant (complementary training) to work in Daraa under service contract.

**Who are we?**

DRC has been working in the MENA region since 2003 and is currently one of the few international organizations registered and operating legally in the countries of Iraq, Syria, Lebanon, Turkey, Libya and Jordan. Since 2013, DRC has been operating as the largest INGO responding to the Syrian crisis in Syria and Lebanon and has assisted over 1 million refugees and IDPs a year. DRC has been actively operating in Syria since 2008, mainly supporting refugees. In June 2012, DRC was authorized by the Syrian Ministry of Foreign Affairs (MoFA) to expand its humanitarian efforts and provide assistance to IDPs and the vulnerable resident population countrywide. Since then, DRC activities have been focused on NFI distributions, Shelter, WASH, Protection, Education, Livelihood and Mine Risk Education in six Governorates (Damascus, Rural Damascus, Dara'a, Aleppo, Hama, and Homs). Protection/community service activities are provided to beneficiaries through 6 Community Centers.

**About the job**

Implement DRC Syria's Livelihoods interventions in the DRC Area of Intervention (AOI) ; focusing on Complementary Trainings (Business Development Skills, Marketing, Employability, Work Ethics)

**Available vacancies for this postion:**
**Daraa** – DRC Community Center : **2**

**Duties and Responsibilities**

**TECHNICAL:**
- For subcontracted trainings:
    - Deliver Beneficiary Induction/ complaints mechanism sessions
    - Monitor Subcontractor's performance
    - Keep records of Trainers & Beneficiaries' attendance
    - Liaise with Trainers or other stakeholders to ensure skills development is monitored and tracked
    - Follow up on beneficiary motivation and engagement including dropouts
    - Pay beneficiaries' transportation allowance

- o Be responsible for relevant activities supplies, assets and products – storage and management
- For direct delivery:
  - o Contribute to the development of Scope of Work (SoW)/ Training Agenda/ Training Objectives
  - o Deliver training per SoW and targeted skills
  - o Identify needs of each batch of beneficiaries and tailor trainings to them (including liaison with VT or internship Field Assistants)
  - o Based on initial LLH counselling session, mentor and coach beneficiaries in job applications or other next steps
  - o Liaise with LLH Field Supervisor on venue, refreshment and materials requirements and procurement in a timely manner

**GENERAL:**
- Donors: Understand donor requirements and apply within activity implementation
- Workplans: Understand, and implement activities agreed workplan/ implementation plan with Field Supervisor
- Reporting: Produce reporting inputs, per agreed reporting schedule and formats agreed with Field Supervisor; enter beneficiary data into Sigma
- Delivery of targets: Understand targets agreed with the Field Supervisor
- Procurement: Liaise with trainers and Field Supervisor to finalize English and Arabic specifications and requirements
- Compliance: Familiarize with, understand and comply with DRC's administrative, logistics & procurement & financial SOPs
- Monitoring: Understand and cooperate with monitoring initiatives; use monitoring tools (including FGDs, questionnaires, etc), and Sigma; produce monitoring reports; amend implementation based on feedback elicited through monitoring and agreed changes with Field Supervisor
- Selection/targeting: Deliver Livelihoods Counselling to beneficiaries and produce a Livelihoods Plan per beneficiary; understand LLHs range of activities; fully cooperate with and support rollout of DRC registration tool; receive training on new tools
- Evaluation, learning and research: engage with field/documentation requirements as agreed with Field Supervisor
- HR: monitor the Trainers or subcontractors within the relevant activities
- Internal cooperation: Regularly update Field Supervisor with support requirements at activity level, activity progress/deviation
- External representation and coordination: deputize for Field Supervisor, as requested

**About you**

In this position, you are expected to demonstrate DRC' five core competencies:

**Striving for excellence**: You focus on reaching results while ensuring an efficient process.
**Collaborating**: You involve relevant parties and encourage feedback.
**Taking the lead**: You take ownership and initiative while aiming for innovation.
**Communicating**: You listen and speak effectively and honestly.
**Demonstrating integrity**: You act in line with our vision and values.

**General competencies**

- Flexible

- Communication
- Teamwork skills
- Initiative
- Result-oriented/accountability
- Stress management
- Professionalism
- Conflict management

To be successful in this role you must have:

- Institution degree in social or education counseling, business administration or commerce
- University degree in relevant field is preferable.
- Excellent computer skills, including Excel.
- Minimum two years of work experience with NGO or initiative in related activities/projects in Syria.
- Minimum training (100 h) hours.
- One year work experience in implementing Livelihoods interventions is preferable.
- Fluent spoken and written Arabic is a must.
- Very good spoken and written English
- Fluent spoken and written English is preferred but not essential.
- Full respect for client/organization confidentiality is a definite pre-requisite
- Ability to work in a multicultural environment with flexibility and respect for all team members

**We offer**

DRC will offer the successful applicant a six month contract, renewable dependent on both funding and performance. Salary and conditions will be in accordance with Danish Refugee Council's Terms of Service contract scale

**Application process**

Interested? Then apply for this position by sending your CV to job@drcsyria.dk no later than **April 4th 2017** and make sure to indicate the vacancy title in the email subject line.